



U.S. Merit Systems Protection Board

Office of the Clerk of the Board
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Washington, DC 20419

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Clerk of the Board

October 16, 2012

Ms. Amy Bennett
OpenTheGovernment.org
1100 G Street, NW, Suite 500
Washington, DC 20005

FOIA Tracking No: MSPB-OCB-2013-000009

Dear Ms. Bennett:

This is in response to your Freedom of Information Act (FOIA) request dated October 4, 2012. You are requesting, "the report submitted by MSPB to the Archivist and the Director of the Office of Management and Budget (OMB) in response to the November 28, 2011 Presidential Memorandum on Managing Government Records." We have processed your request in accordance with the Merit Systems Protection Board (MSPB) regulation at 5 CFR Part 1204 that implement the FOIA.

We have conducted a thorough search of our records and found a responsive document. We are releasing to you the enclosed responsive document in its entirety.

You have the right to appeal this determination. If you decide to do so, address your appeal to the Chairman, Merit Systems Protection Board 1615 M Street, NW, Suite 500, Washington, DC 20419. Your appeal should be identified as a "FOIA Appeal" on both the letter and the envelope. It should include a copy of your original request, a copy of this letter, and

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your reasons for appealing this decision. The MSPB also accepts email and fax submissions at foia@mspb.gov and 202-653-7130, respectively. The MSPB must receive your appeal within 10 working days from the date of this letter

Sincerely,

A handwritten signature in black ink, appearing to read 'D. R. Aaron', with a long horizontal flourish extending to the right.

Darryl R. Aaron
Director, Information Services Team

Enclosure: MSPB's Response Dated March 5, 2012 (2 Pages)

Agency name: Merit Systems Protection Board

Date: March 5, 2012

Name and email of individual submitting this response: Tony Mallet, Records Information Officer, Tony.Mallett@mspb.gov

Name of Senior Agency Official: William Spencer

The Merit Systems Protection Board (MSPB) is submitting this report in response to the Presidential Memorandum, "Managing Government Records," dated November 28, 2011. The MSPB is revitalizing its records management program. We hired a new Director of Information Services Team to oversee this effort. In addition, we hired a new Records Information Officer to lead the effort in revitalizing the MSPB records management program. During the initial phase of this effort, we will conduct a full assessment of MSPB records management programs at our headquarters components, regional and field offices. Thus far, the Information Services Team has identified five essential areas of focus for the 1st phase of the records management revitalization project.

Section 2(b)(i)

1. The MSPB will establish a mandatory records management training program and integrate it into MSPB employee mandatory training requirements. The MSPB electronic records consist of emails, social media, word processing documents, spreadsheets, web content and forms. The mandatory MSPB training, and identifying an "Electronic Records Management System," is a priority for the MSPB.
2. The MSPB will identify and train Headquarters and Regional Records Liaisons (RLs). In addition, the MSPB Records Information Officer will work closely with the RLs to ensure MSPB records are managed through their entire life cycle.
3. The MSPB will lead the effort for a comprehensive Board-wide records inventory project that will primarily focus on paper and electronic records. To execute this task, the MSPB Records Information Officer will prepare inventory documentation to support the inventory project. Upon completion of the required documentation, the MSPB Senior Official for Records will review and approve the documentation.

4. The MSPB Records Officer and members of the Information Services Team will review and cross-reference the latest Federal Records Center off-site storage inventory list against MSPB historical records logs to ensure that assigned MSPB Records Retention Schedules are up to date and reflect accurate disposition information. Thus far the MSPB, Information Services Team has targeted a large group of off-site stored files that could possible, be destroyed in the near future, if they are released for destruction. This will save our agency a significant amount of on our monthly file storage fees.
5. The MSPB, Information Services Director and Records Information Officer will establish a monthly records management working group that will consist of members from MSPB offices. The purpose of these meetings is to enhance the working relationships among MSPB customers, i.e., National Archives and Records Administration, Office of Management and Budget, and other Federal agencies.

Section 2(b)(2)

We did not find anything that may pose an obstacle to the agency's adoption of sound, cost-effective records management policies and practices.

Section 2(b)(3)

The MSPB's current priorities and future records management program improvement strategies mirror all six items listed under Section 3 of the Presidential Memorandum, "Managing Government Records."